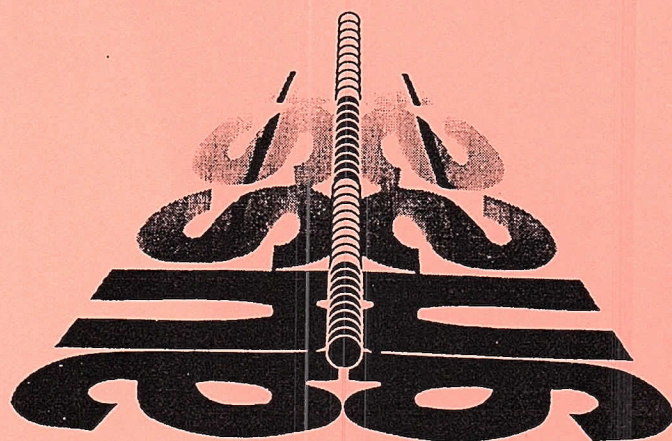


LANCASTON

HANDBOOK
OF
AUSSI MASTERS SWIMMING IN AUSTRALIA (INC.)



AUSSI MASTERS SWIMMING

FOURTH EDITION 1992

HANDBOOK
OF
AUSSI MASTERS SWIMMING IN AUSTRALIA (INC.)

To which are affiliated the:

AUSSI MASTERS SWIMMING IN AUSTRALIA N.S.W. BRANCH
AUSSI MASTERS SWIMMING W.A. BRANCH (INC.)
AUSSI MASTERS SWIMMING SOUTH AUSTRALIAN BRANCH (INC.)
AUSSI MASTERS SWIMMING A.C.T. BRANCH (INC.)
AUSSI MASTERS SWIMMING TASMANIA BRANCH
AUSSI MASTERS SWIMMING QUEENSLAND BRANCH (INC.)
AUSSI MASTERS SWIMMING VICTORIA BRANCH (INC.)
AUSSI MASTERS SWIMMING N. TERRITORY BRANCH

INTRODUCTION

AUSSI MASTERS SWIMMING IN AUSTRALIA (INC.) was founded in 1975 to encourage all adults, regardless of age or ability to swim regularly in order to promote fitness and improve their general health.

The AUSSI National Council has regularly updated the constitution, by-laws and rules, with a major redraft in 1984. Now we have another considerable redraft with the implementation of an Executive Director position and a new Board of Control, and the sanction of rules for long distance swimming.

Many individuals have devoted a great number of unselfish hours to Masters Swimming in Australia. It is to them that this third printing of the Handbook is dedicated.

FIRST EDITION 1986

SECOND EDITION 1988

THIRD EDITION 1989

FOURTH EDITION 1992

Edited by
Mrs Michele Schofield
Director of Technical Development

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CONSTITUTION

CLAUSE 1. NAME

The name of the Association shall be AUSSI Masters Swimming in Australia (Inc.), previously known as the Australian Union of Senior Swimmers International hereinafter referred to as AUSSI.

CLAUSE 2. CONDUCT

In the event of any inconsistency between the subsisting provisions of this Constitution of AUSSI and the provisions of the Constitution of the Branches the provision of this Constitution shall prevail.

CLAUSE 3. INTERPRETATION

In this Constitution, unless the context otherwise requires:

3. 1 The "Board of Directors" shall mean the controlling body of AUSSI.
3. 2 The "Management Committee" shall mean the executive committee of the Board of Directors.
3. 3 "Branch" shall mean those Branches affiliated with AUSSI and established in accordance with the Constitution of AUSSI.
3. 4 "Sub Committee" shall mean a subsidiary committee duly formed by the Board of Directors to perform a specified task.
3. 5 "Clubs" shall mean clubs affiliated with a Branch in accordance with that Branch's By-Laws.
3. 6 "Members" shall mean those adults who are registered members of affiliated clubs.
3. 7 Words importing the singular number only shall include the plural number and vice versa; words importing the masculine gender shall include the feminine gender; and words importing persons shall include corporations.

CLAUSE 4. PURPOSE

To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health.

CLAUSE 5. OBJECTIVES

5. 1 To co-ordinate the activities of individuals through clubs and branches so that they may meet together for competition and social interaction at both local interbranch and international levels.
5. 2 To publish results of these meetings so as to provide stimulus to others to take part in AUSSI activities and to measure their own performance against those of a similar age.
5. 3 To initiate, promote and assist in research into the benefits derived from swimming. Thereafter to publicize the results of said research.
5. 4 To develop accredited coaches and safe coaching practices.

CLAUSE 6. POWERS

6. 1 To form Branches, sub branches and committees, to organize classes and lectures to publish and sell or distribute papers, books of instruction, pamphlets and information, for the purpose of stimulating interest in and promoting the objectives of AUSSI and to take all other measures which may seem necessary for providing and maintaining an efficient organization.

6. 2 To receive and accept donations, endowments, gifts of money and any other asset whatsoever, either subject or not subject to any special trusts or conditions.
6. 3 To borrow, raise or secure the payment of money with or without security for any of the purposes of AUSSI provided no money shall be raised by mortgage of any property of AUSSI without such consent or approval of the Management Committee.
6. 4 To make and carry out any arrangements for joint working or co-operation by affiliation or otherwise with any organization or body, whether incorporated or not, carrying on work similar to any work carried out by AUSSI and paying any monies incidental thereto.
6. 5 To undertake, execute and perform any trusts and conditions affecting any real or personal property of any description acquired by AUSSI.
6. 6 To enter into any arrangements with any authority or department of National, State or Local Governments.
6. 7 To apply for and exercise any powers obtained under any Charter or Act of National or State Governments which may be deemed expedient for any of the purposes of AUSSI.
6. 8 To accumulate, sell, improve, manage, develop, exchange, lease, mortgage or otherwise dispose of or deal with or turn to account all or any property or rights of AUSSI provided that no disposition of any real or leasehold property shall be made without such consent or approval, if any, as may be required by law.
6. 9 To invest all monies and funds of AUSSI which are not immediately required to be expended in authorized trustee investments as defined in the By-Laws.
- 6.10 To employ, hire, appoint, engage, remove or suspend such managers, secretaries, officers, clerks, agents or other servants for permanent, temporary, part time or special services as may from time to time be thought fit and to determine their duties and to grant, continue and pay such salaries, pensions, gratuities or other forms of enrollments in recognition of services as may from time to time be sanctioned by the Board of Directors.
- 6.11 To arrange for the importation and/or manufacture and distribution of awards, badges, clothing etc of AUSSI.
- 6.12 To do all such other acts and things as are or may be deemed incidental or conducive to the attainment of any of the purposes of AUSSI.
- 6.13 To promote, organize and conduct entertainment and other functions, raffles and lotteries when legally permitted to do so for the raising of funds for the purpose of furthering the aims and objectives of AUSSI.
- 6.14 The Board of Directors may, at any time, cause AUSSI to be Incorporated under any National Incorporation of Associations Act in a manner decided upon by the Board of Directors.
- 6.15 To promote, conduct and organize swim meets, competitions and awards.

CLAUSE 7. NATIONAL BOARD OF DIRECTORS

- 7.1 The Board of Directors shall consist of such persons as the By-Laws shall direct and such persons shall be appointed in such manner and shall hold office for such period and upon such terms as to re-election or otherwise as the By-Laws shall describe.
- 7.2 The Board of Directors shall meet in accordance with the By-Laws.
- 7.3 The audited accounts for the financial year shall be submitted to the Annual Board of Directors for acceptance and adoption.

CLAUSE 8. MANAGEMENT

The affairs of AUSSI shall be directed by the Board of Directors and regulated in accordance with its By-Laws.

CLAUSE 9. ALTERATION TO CONSTITUTION

This Constitution may be amended at Board meetings or ant extraordinary Board meetings called for this purpose of AUSSI by a three quarter (3/4) majority of the voting members present and voting, or by a three-quarter (3/4) majority of the votes cast, provided such amendment or amendments shall have been submitted to the Branch secretaries in writing no less than sixty (60) days prior to the date of the meeting at which the proposed amendment is to be voted upon. The Branches shall be notified of all amendments.

CLAUSE 10. INCOME & PROPERTY

The income and property of AUSSI however derived shall be applied towards the objects of the Association. No portion shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to members, provided that nothing herein shall prevent the payment in good faith of reasonable and proper remuneration to any offer or servant or any member of AUSSI in return for services actually rendered to the Association.

CLAUSE 11. DISSOLUTION

- 11.1 AUSSI may only be dissolved at a meeting of the Board of Directors duly convened for the special purpose of considering any such proposed dissolution and such dissolution shall be the resolution effected by a three quarter (3/4) majority of all delegates present and voting.
- 11.2 At least sixty (60) days notice to Branch secretaries must be given by certified mail for the holding of such special meeting, the reasons being set out in the notice calling the meeting and no other business shall be transacted at such meeting.
- 11.3 On the winding up or dissolution of AUSSI if there shall remain after the satisfaction of all its debts, liabilities and obligations, any property whatsoever, the same shall not be paid or distributed among members of AUSSI but shall, subject to any trust affecting the same, be given and transferred to some Association or Associations having objectives similar to the objectives of AUSSI to be determined by the Board of Directors before the time of dissolution.

BY-LAWS

BY-LAW 1. CONDUCT

The provisions of the Constitution shall be strictly adhered to and in the event of any inconsistency between the provisions of the Constitution and the provisions of these By-Laws, the provision of the Constitution shall prevail.

BY-LAW 2. INTERPRETATION

In these By-Laws, words and expressions which are defined by the Constitution shall have the meaning so defined unless the context otherwise shall require and words importing the singular number only shall include the plural numbers and visa versa; words importing the masculine gender shall include the feminine gender and words importing persons shall include corporations.

BY-LAW 3. BRANCHES

Only within the following eight areas may a Branch affiliate with AUSSI:

1. The State of Western Australia
2. The State of South Australia
3. The State of Victoria
4. The State of Tasmania
5. The State of New South Wales
6. The Northern Territory
7. The State of Queensland
8. The Australian Capital Territory.

BY-LAW 4. ADMINISTRATION

- 4.1 Subject to the Constitution the power and control of AUSSI shall be vested in and reside in:
 - (i) the Board of Directors
 - (ii) the Management Committee - subject to By-Law 23
- 4.2 The Board of Directors hereafter referred to as the Board is the controlling authority of AUSSI. Its duties are:-
 - (i) Set objectives for the coming year
 - (ii) Review the past year
 - (iii) Set Branch Affiliation and member registration fees
 - (iv) Select the venue for the National Swim Meet and Club Championships according to a Rotation System
 - (v) Confirm elections of Office Bearers of AUSSI
 - (vi) Appoint sub committees as required
 - (vii) Formulate policy. Rules
 - (viii) Have the power to suspend Branch affiliation.
- 4.3 The officers of the Board shall comprise:-
 1. President
 2. Executive Director
 3. Director of Finance
 4. Director of Coaching
 5. Plus eight (8) Board members as appointed in By-Law 5.1.
- 4.4 Officers of the Board must be members of AUSSI and shall produce to the Board Chairman written letters of authority signed by the secretary or executive members of the Branch they represent.

BY-LAW 5. DELEGATES TO THE BOARD

5. 1 Each Branch will select one (1) delegate who will be appointed by their respective Branch for a term of two (2) years and accredited by the Board.
5. 2 Provided finance is available as determined by the Management Committee, the approved travel and accommodation expenses of Branch delegates to Board meetings shall be paid from AUSSI funds.
5. 3 Each Branch delegate will be allocated a responsibility for directorship of an area of the Board's activities at the Annual Board Meeting.
5. 4 Vacancies on the Board will be filled as follows: Queensland, Western Australia, New South Wales and the Northern Territory in even years. Australian Capital Territory, Victoria, Tasmania and South Australia in uneven years.
5. 5 Casual vacancies on the Board will be filled by the respective Branch for the term of office left to serve.
5. 6 In the event of a delegate being unable to attend a Board meeting a substitute delegate will be appointed by the Branch.

BY-LAW 6. ANNUAL GENERAL MEETING

6. 1 Meetings
 - A. A Board meeting shall be held in conjunction with the National Swim Meet each year which will be the annual general meeting.
 - B. An agenda paper of all matters in hand sixty (60) days prior to the meeting shall be forwarded to each Branch at least thirty-five (35) clear days prior to the meeting.
6. 2 Nature of Business
 - A Accreditation of delegates and apologies.
 - B Confirm the Minutes of the Previous Annual Board Meeting and each subsequent Board meeting.
 - C Receive the following reports which shall be circulated at least twenty-one (21) days prior to the meeting:
 - (i) Executive Director
 - (ii) Each Branch
 - (iii) Each Directorship
 - (iv) Any sub committee of the Board.
 - D To receive a review the following Annual audited financial reports:
 - (i) Statement of Income and Expenditure
 - (ii) Balance Sheet.
 - E To ratify the postal ballot for election of:-
 - (i) The President
 - (ii) Director of Finance
 - (iii) Director of Coaching

and to appoint:-

- (i) Executive Director, when required
- (ii) Auditor
- (iii) Sub-committees.

F To ratify allocation of venues and program for the National Swim and club Championships according to the rotation system.

G To consider motions of which due and proper notice has been given pursuant to By-Law 8.

H To consider all agenda items of which due and proper notice has been given pursuant to By-Law 8.

I To consider the budget for the ensuing year.

J Consider a motion or agenda item of which due notice has NOT been given provided that discussion of and voting upon such motion or agenda item.

- (i) has the sanction of three quarters (3/4) of the votes of the delegates of the meeting present and voting, and
- (ii) shall not concern a Clause of the Constitution or the amendment or rescision of a previous resolution of the meeting.

K Consider General Business provided that such business shall not involve a resolution other than:

- (i) to make a recommendation to the incoming officers of AUSSI.
- or
- (ii) to deal with a matter of procedure in the conduct of the meeting and then only subject to an in accordance with the Constitution.

L The Annual Report shall include the Annual Financial Statement, abridged details of the activities of AUSSI, a resume of important decisions made by the Board including decisions of the Management Committee confirmed by the Board in respect of the period since the immediately preceding Annual Board Meeting an relevant statistics.

M A resolution shall not be passed by an Annual Board or any other Board meeting to:

- (i) remove an officer or other person from office
- (ii) amend or alter the Constitution
- (iii) amend or rescind a resolution of a Board meeting
- (iv) impose a levy on members of Branches
- (v) suspend a Branch
- (vi) amend or alter the By-Laws or Rules

unless such resolution shall have received an affirmative vote from three-quarters (3/4) of the votes cast at the meeting.

N The accidental omission to give any notice to any person entitled to attend the Annual Board Meeting or a meeting of the Board shall not invalidate the meeting or its proceedings, including any resolution passed or appointment made thereat.

O As soon as practicable after a Board meeting, minutes of the business transacted there at shall be issued to each member of the Board and to the secretaries of each Branch, together with an updated Constitution, By-Laws or Rules, if applicable.

BY LAWS 7.

OTHER MEETINGS

7. 1 Shall be held in the city or town readily accessible by scheduled airline which is deemed by the Management Committee to be the most beneficial to AUSSI taking into account travel and accommodation costs and the publicity impact of the venue.
7. 2 A Board meeting shall be held in September or October.
7. 3 A Board meeting shall be summoned by the Management Committee or at the request of at least a simple majority of the affiliated Branches. Such a request shall set forth the matters to be discussed.
7. 4 Matters of meeting conduct in By-Law 6.2 will also apply to other Board meetings.

BY-LAW 8.

MEETING PROCEDURE

8. 1 The Executive Director shall give each Branch secretary ninety (90) days written notice of the time, date and venue of all Council meetings and call for notices of motion and agenda items.
8. 2 A final agenda for the meeting shall be circulated to Branch secretaries and Board members at least thirty (30) clear days prior to the Board meeting.
8. 3 Delegates representing a simple majority of the affiliated Branches, plus at least two member of the Management Committee present at the meeting shall form a quorum.
8. 4 If within thirty (30) minutes after the appointed time of the Annual Board Meeting and/or other Board Meeting a quorum is not present, the meeting shall be adjourned to a time to be determined.
8. 5 Each Branch shall be entitled to one vote on all matters.
8. 6 The members of the Management Committee shall have a single vote each with the exception of the Executive Director who shall have no vote. The Management Committee may exercise their vote on all matters except the election of the Management Committee.
8. 7 The President or Chairman shall have a casting vote on all matters where there is a tied vote.
8. 8 If requested by a majority of Board members a secret ballot shall be held when voting on any matter.
8. 9 Any matters of meeting procedure, not dealt with in this Constitution and By-Laws, shall be governed by the principles set out in "Guide for Meetings and Organizations" by N.E. Renton to the extent that they are not inconsistent with the Constitution, By-Laws Rules or Resolutions passed by AUSSI.

BY-LAW 9.

POSTAL BALLOT

9. 1 Rules but not By-Laws may be changed: elections of, and/or vacancies on the Management Committee will be filled between Board meetings by a postal vote.
9. 2 A list of nominees or the original and proposed Rule change together with arguments for and against the Rule change shall be sent to Branch secretaries sixty (60) days before the close of ballot.

- 9.3 The Management Committee shall appoint a returning officer. The closing date of the ballot and the address of the returning officer shall be clearly indicated.
- 9.4 Each ballot paper shall clearly show the preference by a distinctive mark indicating the desire for or against the proposed Rule change or the preferred candidate.
- 9.5 The President and one Management/Branch member shall be authorized to act as scrutineer in all ballots by post and the decision ratified at the next meeting.
- 9.6 Casual vacancies on the Management Committee to be ratified by a simple majority Rules by three quarters (3/4) majority.

BY-LAW 10. CONDUCT OF MEETINGS

- 10.1 The Chairman of a National Board Meeting or sub committees may with the consent of the meeting adjourn it from time to time and from place to place.
- 10.2 Any person not being a member of the National Board of Directors, or a sub committee, who is permitted by the Chairman to attend a meeting of such Board may not address the meeting except at the invitation of the Chairman and in such cases no voting privilege shall thereby conferred.
- 10.3 In the case of an equality of votes the Chairman of the Board of Directors or sub committee meeting shall have a casting vote in addition to that to which he is entitled as a member of that meeting. The equality of votes shall be announced prior to the Chairman declaring his casting vote
- 10.4 Any business transacted at meetings of AUSSI may, at the discretion of the Board or sub committee be published for the information of the public and the advantage of AUSSI. Press representatives may be admitted to any meeting of the Council or sub committees provided a majority of such meeting so decide.
- 10.5 A quorum for all management and sub committee meetings shall be at least 2/3rds of those entitled to attend and vote.

BY-LAW 11. AMENDMENT TO CONSTITUTION AND BY-LAWS

- 11.1 Any part of the Constitution and By-Laws of AUSSI shall be subject to amendment according to the procedure prescribed in the following clauses:
 - (i) Proposals for amendment of the Constitution and/or By-Laws may be initiated by the Management Committee or by written submission to the Executive Director by any Branch.
 - (ii) Each proposed amendment shall be considered by the Management Committee before being submitted to the Board of Directors. The Management Committee shall determine its support for or opposition to the amendment and the view of the Management Committee shall be expressed to the Branches prior to the Board meeting.
 - (iii) Sixty (60) days before the nominated closing date at which the amendment is to be voted upon, the Executive Director shall arrange to mail each Branch a document including:
 - (a) The clause(s) proposed for deletion.
 - (b) The clause(s) proposed for acceptance.

(c) "For" and "against" statements that detail the arguments that can be made to support and oppose the amendment. Such statements shall have been ratified by the Management Committee prior to publication.

11. 2 No proposed amendment shall be declared ratified unless three-quarters (3/4) of those present and entitled to vote indicate a vote for the proposed amendment.

BY-LAW 12.

ELECTIONS AND APPOINTMENTS

12. 1 Whenever election or nomination of officers are required, the Executive Director shall request in writing to all Branch secretaries at least 120 days before the date of the Annual Board Meeting, nominations for the positions of:

President
Director of Finance
Director of Coaching

12. 2 Only registered members of AUSSI may be nominated for position of office.

12. 3 Nominations in writing endorsed by the Branch, should be received by the Executive Director no later than ninety (90) days prior to the Annual Board Meeting.

12. 4 Sixty (60) days prior to the Annual Board Meeting the Executive Director shall mail a postal ballot to each Branch Secretary which includes a list of candidates for each position. The list shall show each candidates name, age and club and up to 100 words of background information about each candidate and if available a recent photograph.

12. 5 Where candidates are unopposed and there is no objection from the floor they will be declared elected at the Annual Board Meeting.

12. 6 In the event of no written nominations as per Clause 12.3 the Chairman may accept late nominations.

12. 7 The Executive Director shall prepare postal ballot paper showing the name of the office being contested and the name of the candidates in alphabetical order.

12. 8 The methods of voting shall be to place a cross against a name on the ballot paper for the candidate preferred.

12. 9 A plurality vote shall be used i.e. the candidate receiving the most number of votes cast shall be elected.

12.10 In the event of a tied vote, a second ballot shall be held, except that where the former office bearer is seeking re-election to the same position and is one of those in the tied vote, he shall be declared elected.

12.11 In the event of a second tied postal vote, the President shall have the casting vote.

12.12 The Board may appoint other officers and sub committees as deemed necessary.

12.13 After the incoming Management Committee has been ratified by the Annual Board Meeting, the Board shall appoint a qualified auditor who need not be a member of AUSSI.

- 12.14 Vacancies on the Management Committee may be filled at any Board meeting or by a postal vote.
- 12.15 Changes to the Management Committee shall become effective twenty one (21) days after the Annual Board Meeting.
- 12.16 Incoming members of the Management Committee may attend the Annual Board Meeting but have no vote.
- 12.17 The term of office for President, Director of Finance and Director of coaching, is two years.

BY-LAW 13. MANAGEMENT COMMITTEE

The Management Committee shall consist of:

- 13. 1 President
- 13. 2 Executive Director.
- 13. 2 Director of Finance.
- 13. 4 Director of Coaching.
- 13. 5 The Executive Director if required shall be employed by the Management Committee as listed above at a time and remuneration that have been approved by the Board of Directors.

BY-LAWS 14. THE PRESIDENT

The President shall:

- 14. 1 Preside at all Board Meetings at which he is present. In the absence of the President those qualified to vote shall elect a Chairman.
- 14. 2 In the event of a tied vote the Chairman of a Board of Directors meeting shall have a casting vote.
- 14. 3 The Chairman, if he desires to speak on any question, shall whilst speaking, vacate the chair and the meeting shall elect another Chairman in the interim.
- 14. 4 Guide the other officers in the commission of their duties and shall represent AUSSI at official functions when available.

BY-LAW 15. THE EXECUTIVE DIRECTOR

The Executive Director shall:

- 15. 1 Be responsible for the management of AUSSI administration in accordance with the Constitution By-Laws and Rules of AUSSI.
- 15. 2 Keep in safe custody all books and documents belonging to AUSSI other than those specified as being kept by other officers and produce same whenever required by the Board.
- 15. 3 Enter in proper books all Minutes of Board and Management Committee meetings.
- 15. 4 Give effect to all decisions and directions of the Board.
- 15. 5 Prepare an Annual Report on the affairs of AUSSI for presentation and consideration at the Annual Board Meeting.
- 15. 6 Be answerable to the President between Board meetings and responsible to and subject to the direction of the Board.

15. 7 Carry out all duties in addition to the above as listed and amended from time to time in the current contract of employment.

BY-LAW 16.

DIRECTOR OF FINANCE

The Director of Finance shall:

16. 1 Ensure that printed consecutively numbered receipts, duly signed, are given for all moneys received by AUSSI and that carbon copy duplicates of all such receipts are retained
16. 2 Cause all monies received by AUSSI to be paid to the bank account of AUSSI with all practicable despatch.
16. 3 Ensure all accounts payable by AUSSI are submitted to the Management Committee at its regular meetings for approval.
16. 4 Ensure that an up to date financial statement showing the position of the finances of AUSSI as recorded in the accounts shall be submitted to the Management Committee at its regular meeting.
16. 5 Whenever required by the Management Committee or Board produce all accounts and vouchers.
16. 6 Not be answerable for any default on the part of any other officer or employee of AUSSI nor for any monies except such as he shall actually receive personally.
16. 7 Cause proper books of accounts to be kept or all receipts and payments on behalf of AUSSI and of the matters in respect of which the same are received or expended and also of the assets, credits and liabilities of AUSSI and shall cause to be prepared and laid before the Board of Directors at its Annual Board Meeting each year duly audited accounts made up to the end of the preceding financial year.
16. 8 Be responsible to and subject to the direction of the Board of Directors.
16. 9 To co-ordinate financial design and financial planning for AUSSI and act as Chairman of any financial sub-committee when and if such a committee is appointed by the Board.
- 16.10 To produce a budget for the coming financial year and make a recommendation on fees when appropriate.
- 16.11 To make recommendations on investments and other financial matters as required.
- 16.12 At the expiration of the Director of Finance's term on holding office he shall surrender all money, books, records and other such property of AUSSI in his custody to his successor in office, or to such person as shall be designated by the Board of Directors

BY-LAW 17.

DIRECTOR OF COACHING

The Director of Coaching shall be responsible:

17. 1 For the implementation of the Accreditation Courses.
17. 2 For the investigation into further Accreditation levels and updates.
17. 3 For the conduct and/or promotion of Education Seminars within AUSSI on the range of issues relevant to the membership.

- 17. 4 For the conduct and/or promotion of Coaching Seminars. To establish a resource centre for use by Branches.
- 17. 5 To co-ordinate the fitness and coaching on a National basis through Branch Coaching Directors and interested persons to address objectives, methods, programmes and problems and to report regularly on these.
- 17. 6 To provide fitness and coaching articles to assist the dissemination of information to members.
- 17. 7 To update the National Coaching Manual as required.
- 17. 8 For areas of relevance to AUSSI for further research.
- 17. 9 To be subject to the direction of the Board of Directors.

BY-LAW 18.

AUDITOR

The Auditor shall examine the accounts of AUSSI at least once a year and shall express his opinion as to the correctness of the Financial Statement and Balance Sheet and shall issue a written statement of opinion to the Annual Board Meeting.

BY-LAW 19.

OTHER DIRECTORS TO THE BOARD

- 19.1 The Directors shall be subject to the direction of the Board.
- 19.2 The duties of the Directors will be listed in the Board of Directors Statement document, as amended from time to time by the Board.

BY-LAW 20.

MANAGEMENT COMMITTEE RESPONSIBILITIES

The Management Committee shall:

- 20. 1 Meet every second month or as often as deemed necessary.
- 20. 2 Recommend to the board policy or Rule changes, for acceptance and implementation.
- 20. 3 Provide copies of minutes of Management Committee Meetings to all Branch secretaries within fourteen (14) days of that meeting.
- 20. 4 Provide a written report and statement of accounts prior to the second Board meeting and a report and audited statement of accounts prior to the Annual Board Meeting
- 20. 5 Providing funds are available, the approval travel and accommodation expenses of the Management Committee to attend the Board of Directors meetings shall be paid from AUSSI funds.
- 20. 6 Be accountable to the Board in the performance of their duties and may be dismissed by the Board at a Board meeting or a specially convened Board meeting.

BY-LAW 21.

RULES

The Board may make and alter, or repeal Rules governing competition and other matters and such Rules shall not be designated BY-LAWS and shall be designated regulations which will remain enforceable past the life of the then sitting Board and until altered or repealed by the Board. Any such regulation shall be read subject to the provisions of these BY-LAWS and in the event of any inconsistency arising the provisions of the BY-LAWS shall prevail.

Conditions under which regulations may be made altered or repealed by the Board shall be:

21. 1 By a resolution of a Board meeting.

21. 2 By a postal ballot.

BY-LAW 22.

CASUAL VACANCIES

22. 1 The Board shall have the power to fill casual vacancies in the following circumstances:

(a) If a vacancy occurs (whether by death, resignation or otherwise) at any time in the positions referred to in By-Law 13.

(b) If a member of the Management Committee has missed three consecutive Management Committee meetings without furnishing a satisfactory reason for such absence and the Board declared such members position on the Management Committee vacant.

22. 2 Such appointment may be made at a Board meeting or by a postal election as set out in By-Law 9.

22. 3 The Management Committee may appoint a person to fill the casual vacancy until the conditions of 22.2 are met.

BY-LAW 23.

INTERNATIONAL AND NATIONAL SWIM MEETS

The Board having allocated any International or National Swim Meet shall cause that Branch to form a Committee hereinafter called the Meet Committee.

The Meet Committee shall:

23. 1 Liaise with the Executive Director and the appropriate Board member.

23. 2 On the direction of the Board organize the meet as set out in either International Meet guidelines or AUSSI National Meet guidelines.

23. 3 Be responsible for the recruitment of Meet Officials and co-opt the assistance of others to ensure the efficient conduct of the Meet.

23. 4 Recommend to the Board such changes as may be necessary to maintain the high standard of National Meets.

23. 5 Cause proper minutes of all meetings to be recorded, copies of such minutes to be forwarded to the Management Committee within twenty one (21) days of the committee meetings.

23. 6 Be responsible to and subject to the direction of the Board.

23. 7 To furnish the Board with a full report and financial statement at the conclusion of the Meet.

23. 8 Maintain separate bank account and books of account of the Meet and have the financial statements thereof audited by a suitably qualified person within sixty (60) days of the conclusion of the Meet.

BY-LAW 24.

SWIMMING AWARDS

The Awards of AUSSI shall be as set out in the Rules as well as may be determined from time to time by the Board.

BY-LAW 25.

BANK SIGNATURES

The signatories of all accounts shall be any two (2) members jointly, of the Management Committee.

BY-LAW 26.

NATIONAL AUSSI GRANTS

All monies allocated to Clubs, Associations or other bodies from the Board, funds shall be subject solely to the conditions laid down by the Board and shall be used for the purposes stipulated by the Board and for no other purposes.

BY-LAW 27.

AFFILIATION AND REGISTRATION

27. 1 Branch affiliation fees and member registration fees shall be reviewed and set each year by the Board, on recommendation of the Director of Finance and/or Finance Committee.
27. 2 The financial year of AUSSI shall be from the 1st January to the 31st December each calendar year.
27. 3 Branches shall pay the stipulated Branch affiliation fee prior to the commencement of the financial year.
27. 4 Member registration fees shall be paid to AUSSI as early as practicable and at least monthly.
 27. 4. 1 Member registration fees for the initial registrations only shall be reduced by 50% for the last three calendar months of the registration season.
27. 5 The season for recording of member registration shall be from 1st October one year to 30th September the next year.
27. 6 Non affiliated Branches shall be suspended until the affiliation fee is paid to AUSSI by the Branch.
27. 7 An individual shall be deemed to be a financial member of AUSSI when an affiliated club accepts the membership. However, participation in AUSSI events is subject to acknowledgement of registration by the Branch.

BY-LAW 28.

MEMBERSHIP

28. 1 Membership of AUSSI is gained by joining a club which is affiliated with a Branch of AUSSI. The club registers the members with the Branch who then registers that member with AUSSI.
28. 2 Registration of members is limited to adults 20 years and older.
28. 3 Membership of AUSSI is limited to full membership and that member must be registered.

BY-LAW 29.

LIFE MEMBERS

Life membership may be conferred upon a member who complies with the following principles:

29. 1 The person's contribution must be of sustained excellence to the furtherance of the ideals of AUSSI.
29. 2 The nomination must come from at least two (2) Branches who will submit the application to the Management Committee. If endorsed by the Management Committee the nomination will be submitted to the Board of Directors as a Motion on Notice at the Annual Board Meeting.
29. 3 Any such nomination with a full history of service must be circulated to Branches thirty-five days prior to the Annual Board Meeting.
29. 4 Life members of AUSSI would be presented with a gold life membership lapel badge replica of the AUSSI badge.

29. 5 No more than two (2) life members can be elected in any one year.
29. 6 Life members will be invited to such functions and activities as the Management Committee deems appropriate.
29. 7 Life members may attend Board of Directors meetings at their own expense. They may have a voice, but be ineligible to vote.

BY-LAW 30. PATRONS
The Board may at any time appoint patrons of AUSSI.

BY-LAW 31. TRUSTEES
Two members of the Finance committee will be appointed as Trustees for AUSSI when trustee services are required.

BY-LAW 32. INDEMNITY
Any member or servant of AUSSI shall be indemnified against personal responsibility for any action taken as a member or a servant operating under the direction and with the approval of the Board.

BY-LAW 33. BADGE
The Badge of AUSSI shall feature in Green and Gold: a gold platypus on a green stylized outline of Australia, superimposed over uppercase letter "A" on a green triangular background. The word AUSSI shall be in green on the bar of a letter "A" and the words MASTERS SWIMMING IN AUSTRALIA shall be along the base of the green triangular background.

BY-LAW 34. MOTTO
The motto of AUSSI shall be Fitness and Fun.

A U S S I
MASTERS SWIMMING IN AUSTRALIA
RULES

ADOPTED SEPTEMBER 1985
AMENDED DECEMBER 1986
AMENDED DECEMBER 1987
AMENDED FEBRUARY 1989
AMENDED SEPTEMBER 1990
AMENDED SEPTEMBER 1991

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NOTE:

1. Within these Rules, words imparting the masculine gender shall include the feminine or neuter gender.
2. An (*) denotes any marked departure or addition to FINA Rules of Swimming.

1. **RULES OF AUSSI:**

These rules are binding on all Branches and all affiliated Clubs. They may be altered and added to only by the Board of Directors.

2. **ELIGIBILITY:**

2. 1. Membership of AUSSI Masters Swimming in Australia (known as AUSSI) is gained by joining a club which is affiliated with a Branch of AUSSI and being registered with the Branch of that club.
2. 2. Membership is open to all persons 20 years and over who have official residency status in Australia and/or Australian Citizenship.
2. 3. Swimmers who are registered with AUSSI may participate in non AUSSI competitions without endangering their AUSSI status.
2. 4. Swimmers who are not registered with AUSSI or another country's Master Swimming Body may participate by invitation in AUSSI competitions. However their results will not be included in Top Ten lists or Points Score Competitions.
2. 5. Overseas Masters swimmers may compete at the National and Branch competitions. These swimmers will not be included in the final results of the organizing body but can gain awards if provision is made for this.

N.B.: 2. 6. Prospective members who have not attained the age of 25 must be reminded of the FINA rule which states: "Any amateur 24 years or younger who competes in such (Masters) competition shall forfeit his/her amateur status".

3. **REGISTRATION:**

3. 1. All intending members of AUSSI must register with an AUSSI club which is itself affiliated to a Branch.
3. 2. It is the duty of affiliated Clubs to submit members registrations and fees to their Branch Secretary within one calendar month of receiving such registrations.
3. 3. It is the duty of all Clubs to submit their club affiliation fees for the ensuing year to their Branch Secretary prior to the Branch Annual Meeting.
3. 4. Branches are required to forward copies of all registrations received with the stipulated fees to the Executive Director when requested and at least monthly.
3. 5. Swimmers must be registered with their Branch by the close of entries for the National Swim to be eligible to swim in those Nationals. The Branch must forward full payment for these swimmers no later than seven (7) days after the close of entries for the National Swim.

4. **AFFILIATIONS AND FEES:**

4. 1. All Clubs must be affiliated with the Branch in whose area they are located unless otherwise agreed to unanimously by the National Management Committee and the Branches involved.
4. 2. Branches must be affiliated with AUSSI National.

4. 3. Fees for affiliation and registrations will be set by the Board of Directors and each Branch.
4. 4. Non-financial Clubs Branches and members shall be suspended until all outstanding fees are paid in full.
5. CLUBS:
 5. 1. Clubs should include in their Constitution a clause which states. "The first objective of the club is to promote fitness by way of a fitness programme".
 5. 2. Clubs should appoint a Fitness Director who shall supervise a fitness programme.
 5. 3. Clubs may affiliate with associations other than AUSSI and may participate in non AUSSI competitions.
 5. 4. Clubs may conduct whatever other activities they wish but they shall make a fitness programme their principal activity.
 5. 5. Whilst participating in AUSSI activities Clubs shall abide by these Rules of AUSSI.
 5. 6. Any club which swims a non-registered person knowing that person to be non-registered to gain points for the club in an AUSSI inter-club point score competition including the Aerobic Trophy shall forfeit all points scored in that particular competition.
 5. 7. Prior to the Branch Annual General Meeting Clubs shall forward a concise report of the club's activities during the past twelve month period so that the report is received by the Branch Secretary by the date stipulated.
6. MEMBER TRANSFERS:
 6. 1. Swimmers are free to transfer from one Club to another at the end of the season.
 6. 2. Swimmers may transfer from one club to another during the season provided that they have the written approval of the club with which they were first registered for the season and that this approval is forwarded to the Branch with an application for registration with the new club. (Note: If a member transfers from one club to another in the same Branch no further registration fee is payable and he must be issued with a new registration number by the new club for the remainder of that year. Where he transfers to another Branch an extra Branch registration fee may be payable and a new number must be issued).
 6. 3. In the event of disputes the Branch Committee with which the Clubs are affiliated shall arbitrate. No person who is a member of either of the Clubs involved in the dispute shall arbitrate in the matter. Where only 1 or 2 Clubs are involved in a Branch the National Management Committee shall arbitrate.
7. AGE DETERMINATION AND AGE GROUPS:
 7. 1. Swimmers age groups shall be determined by their age on the last day of a Swim Meet. It is possible for a swimmer to be in two age groups during a season in which event times recorded before the birthday shall appear in the younger age group and times recorded after the birthday shall appear in the older age group.

7. 2. Competition results for men and women are separated and then divided into age groups as follows:
7. 2.1. for individuals-
20-24 25-29 30-34 35-39 40-44 45-49 50-54 55-59 60-64 65-69 70-74
75-79 80-84 85-89 90-94 95+
7. 2.2. for relay teams-
80 years and over
120 years and over
160 years and over
200 years and over
240 years and over
280 years and over
320 years and over
360 years and over
The age of a team shall be the sum of the ages in whole years of its members.
7. 3. Clubs are responsible for the validity of date of birth on members' registrations and deemed responsible for any breaches.

8. THE SEASON:

The season for the recording of member registration shall be from 1st October one year to 30th September the next year with members deemed to be registered for one (1) calendar month after the end of the season of registration.

NOTE THAT:

Proof of age by birth certificate or passport or similar original or certified document be provided by all intending members.

9. MEET RULES:

Swim carnivals are usually referred to as Swim Meets.

9. 1. The following rules shall govern all timed swims and competitions conducted by either the National Branches or Clubs.
9. 2. Only affiliated Branches or Clubs may conduct AUSSI Swim Meets. The National Body is exempted from this rule.
9. 3. All swimmers competing for points at a Swim Meet must be registered members of AUSSI as per Rule 3.1. except covered in Rules 4. and 5.
9. 4. All Clubs taking part in a Swim Meet must be registered in accordance with Rule 3.1.
9. 5. Timing:
All events to be recorded shall be conducted as scratch events. As times only are recorded not placings there need be no judges and no finals.
9. 6. For times recorded to be accepted for Top Ten recording Meets must be conducted in bath-type pools of 25m, 33 1/3m, 50m or 55 yards length. Tidal pools are not acceptable.

9. 7. Swimmers shall be graded from slowest to fastest in each event regardless of sex or age.
9. 8. At all Inter Club Meets a minimum of two timekeepers must be on each lane to time each swimmer. Where electronic timing is in use the two manual timekeepers will serve as a safeguard in the event of an electronic failure. Note: Three timekeepers or electronic timing is mandatory for world records.
9. 9. Sealed handicap competitions may be conducted in conjunction with selected events. This means the event is a scratch event and the swimmer or team who records the time closest to the nominated time shall win the handicap competition.
- 9.10. Promotional Meets are exempted from Rule 9.2, 9.3. and 9.4. All promotional Meets including fund raising events postal events and all other swim events using the AUSSI name should be sanctioned by either the Branch or National Executives.
- 9.11. Officials required:
The minimum officials for a Meet are:
Meet Director, Referee, Marshal, Starter, Recorder, Chief Timekeeper and two timekeepers per lane. For full list and duties see Rule 13 Duties and Powers of Officials.
- 9.12. Entry fees and pool entry fees if applicable for Swim Meets and suppers must be notified when the Swim Meet is advertised.
- 9.13. It is the obligation of the Body conducting a Meet to notify all relevant Clubs of the Meet details.
- 9.14. The order of events in a Swim Meet must not be changed from that notified in requesting entries.
- 9.15. All protests regarding irregularities of a Meet shall be submitted in writing and shall:
9.15.1. if prior to the Meet be forwarded to the Meet Director
9.15.2. if during the Meet be forwarded to the Meet Director for attention by the Referee
9.15.3. if subsequent to the Meet be forwarded to the Branch Executive within 48 hours of receiving the official results of the Meet.
- 9.16. That with due notification the Swim Meet Director may direct two competitors to swim per lane provided there are at least two timekeepers or electronic timing available for each competitor. That the start must be staggered and swimmers must remain on the nominated side of their lane.

10. EVENTS AND CONDITIONS OF ENTRY FOR SWIM MEETS:

10. 1. The following events may be programmed at a Swim Meet. No changes can be made to individual entries following advertised closing date of Meet.
- | | |
|-------------------|---|
| Freestyle | 50m 100m 200m 400m 800m 1500m |
| Backstroke | 50m 100m 200m 400m 800m 1500m |
| Breaststroke | 50m 100m 200m 400m 800m 1500m |
| Butterfly | 50m 100m 200m 400m 800m |
| Individual Medley | 100m 200m 400m 800m (100m for 25m pools only) |
- Relays -
- | |
|---------------------------------|
| 4 x 50m Freestyle Men and Women |
| 4 x 50m Medley Men and Women |
| 4 x 50m Mixed Freestyle |
| 4 x 50m Mixed Medley |
- Mixed relays will consist of 2 men plus 2 women in any order.
10. 2. RELAYS: To be eligible to swim in a relay team swimmers must have entered at least one individual event during the Meet. Swimmers may swim in only one freestyle relay team, one mixed freestyle relay team, one medley relay team, and one mixed medley relay team at a Meet.
10. 3. Clubs may enter as many teams in a relay event as the Meet Director allows.
10. 4. METHOD OF ENTERING MEETS:
10. 4.1. A swimmer must fill in a race card for each event in which he wishes to compete. It is important that the card or cards be filled in correctly and legibly. Failure to do this could result in the entry being refused.
10. 4.2. Relay entries are entered on relay cards. These entries will contain the name of the Club competing and the event in which they wish to compete. The filling in of names sex and ages of the registered swimmers of the team will be done before the event is swum. Any special instructions for this will be announced at the Meet.
10. 4.3. The National Swim Organizing Committee shall have in consultation with the Management Committee the power to use a system of registration and recording that would expedite the running of the Meet.
10. 5. AUSSI Swim Meets shall cater for all styles and include at least one of the above relay events. A limit may be placed on the number of individual events in which a member can participate.
10. 6. Events may be conducted in which swimmers may nominate the style they intend to swim and wish to have recorded, eg. a 200m could include freestyle, backstroke, breaststroke, butterfly and individual medley.
10. 7. Any event not listed in 10.1. is to be classified as a novelty event, except that 25m events are eligible for inclusion as point score events on programmes at Branch inter-club Swim Meets.
10. 8. No event shall be programmed for any Swim Meet containing any form of time restrictions.

11. NATIONAL RECORDS LONG AND SHORT COURSE:

Records shall be kept of the fastest times recorded in each age group for each event listed in Rule 10.1. The 100m Individual Medley is eligible for short course records only. National records may be broken or set at any Swim Meet involving two or more Clubs which has been sanctioned by the AUSSI Management Committee or any of its affiliated Branches providing that:

11. 1. The Swim Meet is conducted over a 50m or 55 yard course for the setting or breaking of Long Course records.
11. 2. The Swim Meet is conducted over a 25m course for the setting or breaking of Short Course records.
11. 3. The times are recorded by one of three approved methods:
 11. 3.1. electronic timing
 11. 3.2. by recording three manual times and where two of the three are the same time taking that as the Official time, or if all three watches record different times taking the intermediate time as the official time
 11. 3.3. by recording two manual times and taking the slower of the two times as the Official time.
11. 4. All relevant Technical Officials mentioned in Rule 13 must be present and active before a record can be attempted.
11. 5. Certificates will be issued by the National Recorder for all new records established.

12. PROCEDURE FOR RECOGNITION FOR RECORD:

12. 1. If possible where a member is confident of setting or breaking a record then the Meet Director should be notified.
12. 2. It is the Meet Director's duty to ensure that all Technical Officials are present.
12. 3. When the time has been recorded on the race card the card should be verified by the Chief Recorder and then signed by the Referee or Meet Director.
12. 4. It is the duty of the Meet Director to ensure that all Meet cards are given to the Branch Top Ten Recorder.
12. 5. Branch Top Ten Recorders will then fill in the Record application form and send it to the National Recorder.
12. 6. In relay events the first swimmer may request the Referee to have their performance specially timed for possible recognition as a record. The performance shall not be nullified by any subsequent disqualification of the relay team or team member for violations occurring after his distance has been covered.
12. 7. A swimmer in an individual event may apply to have their intermediate distance especially timed in accordance with the provisions of 11. 1 13. and Rule 11 such swimmers must complete this scheduled distance of the event to apply for a record at this intermediate distance. Eg. Filling out of cards for National/Branch Records.

13. NATIONAL TOP TEN:

Refer first to Rule 9. 5., 9. 6., SW 2. 1.2., SW 4, SW 5, SW 6, SW 7, SW 8.

13. 1. Top Ten Events are as follows -
- | | |
|---------------------|--|
| Freestyle - | 50m, 100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 1 hour |
| Backstroke - | 50m, 100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 1 hour |
| Breaststroke - | 50m, 100m, 200m, 400m, 800m, 1500m, 3000m, 5000m, 1 hour |
| Butterfly - | 50m, 100m, 200m, 400m, 800m |
| Individual Medley - | 100m Short Course Only, 200m, 400m, 800m |
| Relays: | |
| Freestyle - | 4 x 50m Women, Mens and Mixed |
| Medley - | 4 x 50m Women, Mens and Mixed |
13. 2. Club Recorders shall forward all times for National Top Ten to their Branch Top Ten Recorders. The closing date for Top Ten is 31st October. The National Recorders have set 30th November as their closing date for receipt of times.
13. 3. Only registered members of AUSSI are eligible for Top Ten awards. Rule 2. 4. and 3.1.
13. 4. Top Ten times can only be recorded at AUSSI National, Branch and Inter-Club Swim Meets during AUSSI award swims or at AUSSI Club Top Ten time trials or in approved meets.
13. 5. A short course 25m pool and a long course 50m pool list of the ten best times recorded during the year for both sexes in each age group for every event listed shall be published as soon as possible in the following year.

14. NATIONAL AWARDS

Eleven awards have been adopted as stimuli to strive for greater fitness - 1 hour 5000m 3000m 1500m 800m and 400m 200m 100m 50m 25m and million metre. These awards are open to all registered members and can be done in any or all the recognized strokes with the exception of Butterfly beyond 800m. Individual Medley may be attempted over the 400m and 800m distances.

14. 1. 400m and 800m:
Any registered member of AUSSI who completes a non-stop 400m or 800m swim on five separate occasions each occasion in a different month shall be eligible to register for the respective awards. The award can be gained once each year in each of the four strokes and IM. Each of these separate strokes may be swum in the same month. (Note: odd distances such as 440 yards or 500 yards or 880 yards or 900 yards are acceptable for these awards eg. it may be swum in a 20 yard pool).
14. 2. 1500m:
Any registered member of AUSSI who swims 1500m (as 60 x 25m, 30 x 50m or 30 a 55 yards) in 50 times or less than their best 50m time for the whole of the season in the stroke (if the stroking is mixed in the 1500m then it is classed as freestyle) shall be eligible to register for the 1500m award provided that the correct form has been completed and the prescribed fee forwarded together to the Award Secretary of the Branch concerned.

14. 3. 3000m and 5000m:
Any registered member of AUSSI who completes 3000m or 5000m non-stop shall be eligible for their respective award. As a check for distance lap times are required on the form.
14. 4. 1 Hour Award:
A swimmer shall cover as much distance as possible in exactly one hour. Distance shall be credited to nearest 50m completed in that hour.
14. 5. Any registered member of AUSSI who completes a non-stop 25m 50m 100m or 200m swim is entitled to an award for the distance achieved. Awards for distances of 200m and below are by certificates only and from 400m upwards are badges.
14. 6. Any registered member of AUSSI on presentation of their completed record card showing distances completed to one million metres shall be entitled to the one million metre award badge.
14. 7. Application for awards must be on the correct forms and be forwarded together with the prescribed fee to the Recorder of the Branch concerned.

15. AEROBIC TROPHY SWIMS

15. 1. Only registered AUSSI members are eligible to gain points for their Club.
15. 2. Points for the Aerobic Trophy will be scored between 1st October of one year and 30th September of the next.
15. 3. Swims for the Trophy must be:
 15. 3.1. recorded on the official recording form (including the information summary of name age sex club registration number average time etc);
 15. 3.2. organized by the Club not individuals;
 15. 3.3. have at least one (1) club official present to certify correctness of timekeeping and verify swims.
15. 4. Forms and summary sheets must be submitted to Branch Recorders as directed. The Branch Recorder after processing relevant details will forward forms or summary sheets as requested to National Aerobic Recorder.
15. 5. To allow a swimmer to gain maximum fitness and maximum points attempts are to be swum individually and not collectively. If a swimmer nominates for a distance and does not make that distance then credit is given for the lesser distance successfully completed.
15. 6. All distances must be swum in a pool/swimming area where the distance between laps is no shorter than 25m.
15. 7. For conditions for each award and the number of submissions allowed please refer to National Aerobic Trophy Rules and Point Score booklet (reprinted 1985). Swims must be non-stop.

15. 8. If a swimmer changes into another age grouping during the 400m and 800m attempts the age is that at three of the swims.
15. 9. All distances must be completed in the times set out in the points chart for each award. If the times are greater or the distance is less than required but other conditions are met then one (1) point is awarded.
16. FACILITY SPECIFICATIONS FOR NATIONAL SWIM MEETS:
16. 1. 16. 1.1. The National Swim Meet shall be held in a long course (Olympic) pool of 50m in length. Refer to Rule 16. for temperature.
16. 1.2. For Inter-Club swim meets other than 16.1.1. shall be held in accordance with Rule 9.6.
16. 2. End Walls/bulkheads:
Open water not permitted.
16. 3. Adequate markings to define swimming lanes and end walls: Recommend dark contrast lines running the full length of each lane the dark indicator tee's or crosses on the bottom of the pool at the turn and dark cross or tee indicating the end wall. Adequate deck space to accommodate competitors spectators and officials.
16. 4. Ladders - not intruding into competition space - which will allow the swimmer an easy safe exit if necessary. Adequate lighting.
16. 5. Starting platforms: Preferably slanted with non-slip surface and backstroke starting grips: all blocks plainly marked with the lane number.
16. 6. Overflow and circulation systems to ensure sparkling clear water and a minimum of backwash in the outside lanes.
16. 7. Each swimming lane shall be separated from the lane(s) next to it by an "anti wave" or suitable alternative lane line (ropes).
16. 8. Backstroke flags shall be in place 5 metres from the end of both the starting and the turn end of the pool.
16. 9. A recall rope (manned at all times) shall be in place and located 15 metres from the starting end.
- 16.10. A repeating horn or gun shall be the recall signal.
- 16.11. It is desirable that the water temperature shall be between 24 and 27 degrees C.
- 16.12. If at all possible separate warm up facilities be made available. Where separate warm up facilities are not available consideration should be given in the meet programme for warm ups prior to each session. A period not less than 30 minutes be granted for this purpose.
- 16.13. Medical care: Appropriate emergency medical care shall be available at all times during the meet. (St. John Ambulance etc).

16.14. Electronic timing display boards if available at the chosen venue be switched on throughout AUSSI National Swims.

17. NATIONAL SWIM:

Refer also to specific Rules relating to National Swim as per Rule 18.

17. 1. A National Swim Meet shall be conducted each year during March or April. (Note: As far as possible and as far as these Rules of AUSSI permit the National Swim Meet will be conducted to International Standards as agreed to from time to time by the Board of Directors of AUSSI).
17. 2. All clubs shall be notified of the date venue events entry fees and other details of the National Swim no later than four months prior to the meet.
17. 3. Clubs shall compete for perpetual trophies as follows:
17. 3.1. Founder's Trophy - for top scoring club.
17. 3.2. Runner's Up Trophy - for second highest scoring club.
17. 3.3. Visitor's Trophy - for top scoring visiting club that is the club whose regular swim venue is more than 100km from the National Swim venue by the most direct road route.
17. 3.4. Age Group Relay Trophies - for the top scoring clubs over the five relays (combined points) in each age group. Only one team per age group may score points. Eg. 4 members with total of ages:
80 years and over
120 years and over
160 years and over
200 years and over
240 years and over
280 years and over
320 years and over
360 years and over
17. 3.5. Medals shall be presented to the four (4) members of each of the six winning teams in each of the above age groups.
17. 3.6. Certificates are to be awarded to an retained by the winners of perpetual trophies (including relay shields).
17. 3.7. Perpetual trophies as approved by the Board of Directors will be presented to each winning club to be retained for that year.
17. 3.8. The National Heart Foundation Perpetual Trophy be awarded by the host Branch of the National Swim to an AUSSI National Swim Meet participant from that Branch who has demonstrated the following:
1. Steady progress over the past 12 months.
 2. Diligent attendance at training sessions.
 3. An interest in helping others improve their fitness.

17. 4. 17. 4.1. The individuals scoring the three highest point score totals in each individual age group shall be awarded a National Swim medallion as follows:
highest points - gold
second highest - silver
third highest - bronze
(Note: Should two persons have equal highest points then 2 Golds and a bronze shall be awarded; should there be a clear winner but two persons dead-heat for second then a gold, 2 silvers and no bronze shall be awarded; should there be a clear winner and a clear second place but a dead-heat for third then a gold, a silver and 2 bronze medals shall be awarded. This principle shall extend to multiple dead-heats so that silver and bronze medals shall not be awarded if three or more medals for higher placings have been awarded in an age group).
17. 4.2. The top three place getter in each individual event in each individual age group shall be awarded prizes as follows:
Fastest time - small gold medal (individual event). This medal shall be a smaller replica of the National Medal awarded to the overall age group winners.
2nd fastest - red ribbon (individual event)
3rd fastest - green ribbon (individual event)
NOTE: If two swimmers dead-heat for first, then two gold medals and a green ribbon shall be awarded. If there is a clear winner but two swimmers dead-heat for second, then a gold medal and two red ribbons and no green ribbon shall be awarded. If there is a clear winner and a clear second place, but a dead-heat for third, then a gold medal, a red ribbon and two green ribbons shall be awarded. This principle shall extend to multiple dead-heats so that red and green ribbons are not awarded if three or more prizes for higher placings are awarded in an individual event in an individual age group.
17. 4.3. Swimmers of the Meet trophies - Male and Female.
The judging panel will comprise the National Recorder, the Meet Director and the National President of AUSSI. These people will take into consideration swimming performances, point scores and records as guidelines.
17. 5. 17. 5.1. Overseas swimmers may swim by invitation. They shall receive points and be entitled to receive National Swim medals. AUSSI swimmers will also be eligible for all medals and full points.
17. 5.2. Any overseas swimmer must have resided in Australia for a period of one month prior to the closure of entries for the swim before that person can swim in the National Swim as a member of a registered AUSSI club.

17. 6. Points shall be allocated for the trophies and medals as follows in each age group and for both sexes separately:

17. 6.1. Individual events:

Fastest -	10 points
second fastest -	9 points
third fastest -	8 points
fourth fastest -	7 points
fifth fastest -	6 points
sixth fastest -	5 points
seventh fastest -	4 points
eighth fastest -	3 points
ninth fastest -	2 points
tenth and subsequent finishers -	1 point

17. 6.2. Relay events: score double points, ie.

Fastest -	20 points
second fastest -	18 points
third fastest -	16 points
fourth fastest -	14 points
fifth fastest -	12 points
sixth fastest -	10 points
seventh fastest -	8 points
eighth fastest -	6 points
ninth fastest -	4 points
tenth and subsequent finishers -	2 points

17. 6.3. Where equal times are recorded the points for the placings involved are to be totalled and then divided evenly between the swimmers involved.

17. 7. A swimmer may compete only for his registered club at a National Swim or other meet. However where the Meet Director allows composite teams may swim in relay events. Such team's times shall not be recorded nor shall they be awarded points. Subject to the Meet Director's discretion swimmers who miss heats shall not be allowed to swim in a later heat.

18. ALTERATIONS:

These Rules may only be altered at Board of Director Meetings. All clubs must be notified in print of any and all changes to these Rules.

SW 1. OFFICIALS, THEIR DUTIES AND POWERS:

SW 1. 1. REQUIRED TECHNICAL OFFICIALS

Technical Officials required for the conducting of any AUSSI Meet, Inter-Club, Branch, National or International are:

Meet Director, Referee, Marshal, Chief Timekeeper, Timekeepers, Starter, Inspectors of Turns, Judge of Strokes, Recorders and Runners.

SW 1. 1.1. The number of timekeepers required will be governed by the number of lanes available, with two timekeepers per lane.

SW 1. 1.1. The duties of the Judge of Strokes and/or Inspector of Turns may be performed by the Referee if it is so desired.

SW 1. 2. MEET DIRECTOR

Shall supervise the organization and conduct of the Meet.

SW 1. 3. REFEREE

Shall -

SW 1. 3.1. have full control and authority over all Technical Officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. He shall enforce all the rules and decisions of AUSSI and shall decide all questions relating to the actual conduct of the Meet the event or competition the final settlement of which is not otherwise covered by the rules.

SW 1. 3.2. have the authority to intervene in the competition at any stage to ensure the rules of AUSSI are observed.

SW 1. 3.3. adjudicate on all protests related to the competition in progress.

SW 1. 3.4. ensure that all necessary Technical Officials for the conduct of the event or competition are at their respective positions. He may appoint substitutes for any who are absent incapable of acting or found to be inefficient. He may appoint additional Technical Officials if considered necessary. He shall assign the Judges of strokes.

* SW 1. 3.5. signal at the moment of the commencement of the event proper; to the competitors by a long drawn out whistle to take up their positions on the starting platform or to simultaneously jump into the water; to the starter, by a gesture of an outstretched arm, allowing him to give the starting signal when all the competitors and Technical Officials are prepared for it. At the completion of the event the Referee will give a short blast on his whistle to signal for the swimmers to leave the water.

* SW 1. 3.6. disqualify any competitor for any violation of the rules that he personally observes or which is reported to him by other authorized Technical Officials. The referee or other authorized Technical Officials on approval from the Referee must notify the swimmer of his disqualification with the reason before he leaves the water. However failure to notify before leaving the water does not make the disqualification invalid. The Referee is to notify the Chief Timekeeper to mark the swim time ineligible.

- SW 1. 3.7. have authority to use any electronic timing and devices in accordance with the Rules of AUSSI.
- * SW 1. 3.8. have a list of all medical disabilities notifications prior to the commencement of the meet.
- SW 1. 4. STARTER
Shall -
- SW 1. 4.1. have full control of the competitors from the time the Referee turns the competitors over to him until the race has commenced;
- SW 1. 4.2. with the concurrence of the Referee disqualify competitors for delaying the start or for wilfully disobeying an order or for any other misconduct taking place at the start. Such disqualification shall not be counted as a false start;
- SW 1. 4.3. have power to decide whether the start is fair.
- SW 1. 4.4. have the power to recall the competitors at any time after the signal to start has been given;
- SW 1. 4.5. take up a position when starting an event on the side of the pool within approximately five metres from the starting edge of the pool where the timekeepers can see the starting signal and the competitors can hear the signal;
- * SW 1. 4.6. the Starter shall call out the details of the event before the command "take your mark":
- * SW 1. 4.7. where possible use a visual signal (eg. an electronic flash) in addition to an auditory signal at the start.
NB: Before starting an event the Starter must receive a signal from the Referee that all competitors and Technical Officials are in their positions and are prepared for the start;
- * SW 1. 4.8. recall the competitors by a second signal should a false start occur. At the first false start remind the competitors of not starting before the starting signal. If the false start is repeated on the second occasion in an event no matter if by the same or another swimmer(s) the Starter shall proceed with the start and said swimmer(s) will be disqualified at the completion of the heat.
- SW 1. 5. MARSHAL
Shall -
Assemble and prepare competitors prior to each event and allocate competitors to heat and lane when required.
- SW 1. 6. INSPECTORS OF TURNS
Shall -
SW 1. 6.1. ensure that when turning competitors comply with the relevant rules commencing from the beginning of the last arm stroke before touching the wall and ending with the completion of the first arm stroke after turning;

SW 1. 6.2. determine in relay event change-overs whether the next swimmer is in contact with the end wall when the preceding swimmer touches that wall;

SW 1. 6.3. report any infringements to the Referee.

SW 1. 7. JUDGE OF STROKES

Shall -

SW 1. 7.1. when two are appointed operate on each side of side of the pool;

SW 1. 7.2. ensure that the rules relating to the styles of swimming designated for the event are being observed;

SW 1. 7.3. report any violation to the Referee detailing the lane number and the infringement.

SW 1. 8. CHIEF TIMEKEEPER

Shall -

SW 1. 8.1. allocate timekeepers to their lanes and appoint Chief Lane Timekeepers who shall be responsible for the times being recorded on the card;

SW 1. 8.2. Check all watches before the start of the meet by calling all timekeepers and the starter together. The Starter shall explain the method of start. All watches are then started using that method and run for approximately five (5) minutes. Following a warning command from the Starter the watches are stopped on the starting signal and checked for accuracy. At the same time a battery check should be done;

SW 1. 8.3. inspect watches of lane timekeepers when considered necessary;

SW 1. 8.4. allocate reserve timekeepers and instruct timekeepers to call his attention to a watch failure so that he or the reserve can take over;

SW 1. 8.5. instruct timekeepers to "clear their watches" for the commencement of the next heat;

SW 1. 8.6. signal the Referee when all timekeepers are ready;

SW 1. 8.7. notify recorders of any disqualifications if cards are not with timekeepers.

SW 1. 9. TIMEKEEPERS

Shall -

SW 1. 9.1. take the time of the competitor in the lane assigned to him by operating any timing device approved by the Chief Timekeeper;

SW 1. 9.2. start their watches at the starting signal and shall stop their watches when the competitor has completed the event;

SW 1. 9.3. present their watches to the Chief Lane Timekeeper so that he can record the times of all lane timekeepers;

- SW 1. 9.4. not clear their watches until they receive the "clear watches" signal from the Chief Timekeeper or Referee;
 - * SW 1. 9.5. indicate by whistle or appropriate signal when there are two (2) laps to go in an event of seven (7) turns or more;
 - * SW 1. 9.6. be responsible for counting laps;
 - * SW 1. 9.7. be responsible for ascertaining that the swimmer who finishes the race in that lane is the one whose name appears on the card - particularly in one lap events;
 - SW 1. 9.8. immediately on finding a watch-failure bring it to the attention of the Chief Timekeeper. Under no circumstances shall the person attempt to start the watch using a fellow timekeeper's watch and then add that number of seconds to contrive an elapsed time.
- SW 1.10. RECORDER
Shall -
- SW 1.10.1. record all times recorded at the meet and may keep a record of points scored by both individuals and teams;
 - SW 1.10.2. be in possession of all current records and ensure that in the case of records being set or broken that all cards are filled in correctly.
- SW 1.11. RUNNER
Shall when required -
- SW 1.11.1. collect all cards from lane timekeepers after each heat and return them to the Recorder.
 - SW 1.11.2. distribute race cards to lane timekeepers.
- SW 1.12. BOARD OF APPEAL
That the Host Branch President or his deputy on representation from a responsible Club Official may request a Board of Appeal to sit in judgement on disputes other than a dispute that involves a refereeing decision which cannot be amicably solved by the Chief Referee or Meet Director of National or Branch Swim Meets.
- The Board of Appeal shall be an independent authority and consist where possible of the National/Branch President (or his deputy) and two others none of whom are involved in the issue.

SW 2. THE RULES OF SWIMMING

SW 2. 1. SWIMMING STROKES

- SW 2. 1.1. The following are the AUSSI Rules for the performance of the different swimming strokes. These rules only apply to Meets held by AUSSI in Australia. The only exception to these rules is for those specific meets hosted by AUSSI eg. International Swim Meets and those promotional meets that may be held. These meets will advertise any change from the accepted AUSSI Rules.

Any changes made to the Rules of Swimming by FINA will be considered by the Technical Committee. If the changes are thought to be not in conflict with the purpose and objectives of AUSSI they may be adopted upon receipt of notification from the National Management Committee until ratified or rescinded at the subsequent Board meeting.

- * SW 2. 1.2. Medical disability
- SW 2.1.2.1. The Referee at his discretion may take medical disabilities into account.
- SW 2.1.2.2. The entry cards of competitors who require medical disabilities to be taken into account by the Referee must be prominently marked with the initials "MD".
- SW 2.1.2.3. For a non manifest disability - a one (1) time Certificate be obtained and recorded in a permanent register to be set up at Branch and National Levels to be available as required.
- SW 2.1.2.4. As soon as the competitor is allocated a Heat and Lane Number the Referee MUST BE NOTIFIED.

SW 3. THE START

- SW 3. 1. The start in Freestyle, Breaststroke and Butterfly races shall be with a forward start taken from the front of the starting block, the pool deck or a push from the wall. On the long whistle from the referee the swimmers shall step onto the surface of the starting platform OR the pool deck OR enter the water immediately below the allocated starting block and remain there. On the starter's command "take your marks", they shall immediately take up a starting position at the front of the starting platforms OR the pool deck OR have one hand holding the starting block/wall. When all swimmers are stationary, the starter shall give the starting signal (shot, horn, whistle or command).
- SW 3. 2. The start in Backstroke and Medley Relay races shall be from the water. At the referee's long whistle the swimmers shall immediately enter the water and return without undue delay to the starting position. When all swimmers have assumed their starting positions, the starter shall give the command "take your marks". When all swimmers are stationary, the starter will give the starting signal.
- SW 3. 3. The starter shall call back the swimmers at the first false start and remind them of not starting before the starting signal. After the first false-start any swimmer starting before the starting signal has been given shall be disqualified. If the starting signal sounds before the disqualification is declared, the race shall continue and the swimmer or swimmers shall be disqualified upon completion of the race. If the disqualification is declared before the starting signal, the signal shall not be given, but the remaining swimmers shall be called back, be reminded by the starter of the penalties, and start again.
- SW 3. 4. The signal for a false start shall be the same as the starting signal but repeated along with dropping of the false start rope. Alternatively, if the referee decides that the start is false he shall blow his whistle, which shall be followed by the starter's signal (repeated) and dropping of the false start rope.

SW 3. 5. If an error by an official follows a fault by a swimmer, the fault by the swimmer is expunged.

SW 4 FREESTYLE

SW 4. 1. Freestyle means that in an event so designated the swimmer may swim any style, except that in individual medley or medley relay events, freestyle means any style other than backstroke, breaststroke or butterfly.

SW 4. 2. Some part of the swimmer must touch the wall upon completion of each length and at the finish.

*SW 4. 3. In all freestyle events if a competitor nominates a form stroke or medley for sealed handicap Top Ten and Award Swims or record attempt purposes he shall comply with all the rules relating to such stroke or strokes.

SW 5 BACKSTROKE

SW 5. 1. The swimmers shall line up in the water facing the starting end, with both hands holding the starting grips. The feet, including the toes, shall be under the surface of the water. Standing in or on the gutter or bending the toes over the lip of the gutter is prohibited.

SW 5. 2. At the signal for starting and after turning the swimmer shall push off and swim upon his back throughout the race. He must be on his back at all times except when executing a turn. The normal position on the back can include a roll movement of the body up to, but not including 90 degrees from horizontal. The position of the head is not relevant.

Interpretation of Rule 5.2:

"when executing a turn" means any deviation from the normal backstroke position in order to executive a continuous turning action.

SW 5. 3. Some part of the swimmer must break the surface of the water throughout the race, except it shall be permissible for the swimmer to be completely submerged during the turn and for a distance of not more than 15 metres after the start and each turn. By that point the head must have broken the surface.

SW 5. 4. During the turn the shoulders may be turned over the vertical to the breast but the swimmer must have returned to a position on the back upon leaving the wall. When executing the turn there must be a touch of the wall with some part of the swimmers body.

SW 5. 5. Upon the finish of the race the swimmer must touch the wall while on the back.

SW 6 BREASTSTROKE

SW 6. 1. From the beginning of the first arm stroke after the start and after each turn the body shall be kept on the breast and both shoulders shall be in line with the surface of the water.

SW 6. 2. All movements of the arms shall be simultaneous and in the same horizontal plane without alternating movement.

*SW 6. 3. Up and or down movements of the legs or feet are not permitted throughout the swimming of the event including the start and the turn.

- SW 6. 4. The feet should be turned outward in the backward movement. A flutter kick or dolphin kick is not permitted. Breaking the surface of the water with the feet shall not merit a disqualification unless followed by a dolphin kick.
- SW 6. 5. Hands shall be pushed forward together from the breast and shall be brought back on or under the surface of the water except at the start and at the turns the hands shall not be brought back beyond the hip line.
- SW 6. 6. At each turn and upon the finish of the race the touch shall be made with both hands simultaneously either at above or below the water level. The shoulders shall remain in the horizontal plane.
- SW 6. 7. During each complete cycle of one arm stroke and one leg kick some part of the head of the swimmer shall break the surface of the water except that after the start and after each turn the swimmer may take one arm stroke completely back to the legs and one leg kick wholly submerged before returning to the surface.

SW 7 BUTTERFLY

- SW 7. 1. The body must be on the breast at all times, except when executing a turn. The shoulders shall be in line with the water surface from the beginning of the first armstroke, after the start and after each turn and shall remain in that position until the next turn or finish. It is not permitted to roll onto the back at any time.
- SW 7. 2. Both arms must be brought forward together over the water and brought backward simultaneously.
- SW 7. 3. All movements of the feet must be executed in a simultaneous manner. Simultaneous up and down movements of the legs and feet in the vertical plane are permitted. The legs or feet need not be at the same level, but no alternating movements are permitted.
- SW 7. 4. At each turn and at the finish of the race, the touch shall be made with both hands simultaneously, at, above or below the water surface.
- SW 7. 5. At the start and at turns, a swimmer is permitted one or more leg kicks and one arm pull under the water, which must bring him to the surface.

* CLARIFICATION:

Both arms must be brought forward together over the general surface of the water with the elbows being visible on the top of the water and the arms being brought back simultaneously. This is the minimum requirement in accordance with this Rule.

SW 8 MEDLEY SWIMMING

- SW 8. 1. In an Individual Medley event a competitor shall swim Butterfly Backstroke Breaststroke and Freestyle in that order.
- SW 8. 2. In a Medley teams event each team shall consist of four (4) members who shall swim respectively Backstroke Breaststroke Butterfly and Freestyle in that order.
- SW 8. 3. During all types of Medley swimming all of the strokes must be swum according to the rules of that particular stroke.

SW 9 THE RACE

- SW 9. 1. A swimmer swimming over the course alone shall cover the whole distance to qualify.
- SW 9. 2. A swimmer must finish the race in the same lane in which he started.
- SW 9. 3. In all events, a swimmer when turning shall make physical contact with the end of the pool or course. The turn must be made from the wall and it is not permitted to take a stride or step from the bottom of the pool.
- SW 9. 4. Standing on the bottom during freestyle events or during the freestyle portion of medley events shall not disqualify a swimmer, but he shall not walk.
- SW 9. 5. Obstructing another swimmer by swimming across another lane or otherwise interfering shall disqualify the offender. Should the foul be intentional, the referee shall report the matter to the Promoting Body, and to the Club of the swimmer so offending.
- SW 9. 6. No swimmer shall be permitted to use or wear any device that may aid his speed, buoyancy or endurance during a competition (such as webbed gloves, flippers, fins, etc.) Goggles may be worn.
- SW 9. 7. Any swimmer not entered in a race, who enters the water in which an event is being conducted before all swimmers therein have completed the race, shall be disqualified from his next scheduled race in the meet.
- SW 9. 8. There shall be four swimmers on each relay team.
- SW 9. 9. In relay events, the team of swimmer whose feet lose touch with the starting platform before the preceding teammate touches the wall shall be disqualified, unless the swimmer in default returns to the original starting point at the wall, but it shall not be necessary to return to the starting platform.
- SW 9.10. Any relay team shall be disqualified from a race if a team member, other than the swimmer designated to swim that length, enters the water when the race is being conducted, before all swimmers of all teams have finished the race.
- SW 9.11. The members of a relay team and their order of competing must be nominated before the race. Any relay team member may compete in a race only once.
- SW 9.12. Any swimmer having finished his race, or his distance in a relay event, must leave the pool as soon as possible without obstructing any other swimmer who has not yet finished his race. Otherwise the swimmer committing the fault, or his relay team, shall be disqualified.
- SW 9.13. Should a foul endanger the chance of success of a swimmer, the referee shall have the power to allow him to compete in the next heat or, should the foul occur in a final event, he may order it to be reswum.
- *SW 9.14. The Meet Director and/or the Referee shall be allowed in the interests of saving time to leave swimmers in the water and to start the next heat.
- *SW 9.15. The Referee shall be empowered to allow a swimmer to remain in the water while the next heat starts to enable him/her to recover before getting out.

LDS LONG DISTANCE SWIM RULES

- LDS 1. Long distance swimming shall be defined as any event, held in open water, for which the distance is greater than 1500m. AUSSI Masters Swimming in Australia may conduct any such open water event however the distance for an event in association with the National Swim and Club Championships shall be up to and including 5kms.
- LDS 2. Officials. The following officials shall be appointed at Long Distance Swimming events.
- LDS 2.1 Referee
 - LDS 2.2 Chief Timekeeper and three Assistant Timekeepers
 - LDS 2.3 Chief Judge
 - LDS 2.4 Race Judges - Number dependant on distance
 - LDS 2.5 Turn Judges - One per alteration of course
 - LDS 2.6 Safety Officer
 - LDS 2.7 Medical Officer
 - LDS 2.8 Course Officer
 - LDS 2.9 Clerk of the Course
 - LDS 2.10 Starter
 - LDS 2.11 Announcer
 - LDS 2.12 Recorder
- LDS 3. Duties of Officials
The Referee shall:
- LDS 3.1 Have full control and authority over all officials and shall approve their assignments and instruct them regarding all special features or regulations related to the competition. The referee shall enforce all the rules and decisions and shall decide all questions relating to the actual conduct of the meeting the event or competition, the final settlement of which is not otherwise covered by these rules.
 - LDS 3.2 Have authority to intervene in the competition at any stage to ensure that these rules are observed.
 - LDS 3.3 Adjudicate on all protests related to the competition in progress.
 - LDS 3.4 Give a decision in cases where the judges decision and times recorded do not agree.
 - LDS 3.5 Ensure that all necessary officials for the conduct of the event or competition are at their respective posts. He may appoint substitutes for any who are absent incapable of acting, or found to be inefficient. He may appoint additional officials if considered necessary.
 - LDS 3.6 Signal to competitors, by raised flag and short blasts on a whistle, that the start is imminent and when satisfied indicate by pointing the flag at the starter that the competition may commence.
 - LDS 3.7 Disqualify any competitor for any violation of the rules that he personally observes or which is reported to him by other authorized officials, and order any swimmer from the water, on the advice of the medical officer, if that swimmers safety is in question.

LDS 3.8 Have authority to use any electronic mechanical judging and/or timing devices in any case of doubt or protests.

The Starter shall:

LDS 3.9 Be stationed in such a position as to be clearly visible to all competitors.

LDS 3.10 On a signal of the referee raise a distinctive flag into the vertical position.

LDS 3.11 Simultaneously bring the flag holding arm down with arm kept straight and activate an audible signal. In handicap events give seconds countdown.

Chief Timekeeper shall:

LDS 3.12 Assign at least three timekeepers to their positions for the start and finish.

LDS 3.13 Ensure that a time check is made to allow all persons to synchronize their watches with the official running clocks 15 minutes before the start time.

LDS 3.14 Collect from each Timekeeper a sheet, card showing the time recorded for each competitor, and, if necessary inspect their watches.

LDS 3.15 Record and approve the official time on the card/sheet for each competitor.

Timekeepers shall:

LDS 3.16 Take the time of each competitor assigned. The watches shall be certified correct to the satisfaction of the committee of management of the meeting.

LDS 3.17 Start their watches at the starting signal, and only stop their watches when instructed by the Chief Timekeeper.

LDS 3.18 Promptly after each finish record the time and competitors number on the time card/sheet and turn it over to the Chief Timekeeper. N.B. When electronic starting and time equipment is used, the same complement of hand timers is to be used.

Chief Judge shall:

LDS 3.19 Assign each judge to their position. (10km+ one per swimmer) (Under 10km. 2 per each km swum).

LDS 3.20 Collect after the race signed result sheets from each judge and establish the result and placings which shall be sent directly to the Referee.

Finishing Judges (one of whom is the Chief Judge) 3 - shall:

LDS 3.21 Be positioned in line with the finish where they shall have at all times a clear view of the finish.

LDS 3.22 Record after each finish the placing of the competitors according to the assignment given. N.B. Finishing judges shall not act as timekeepers in the same event.

Race Judges shall:

- LDS 3.23 In events over 10km be positioned in an escort boat assigned by random draw immediately prior to start so as to be able to observe, at all times their appointed competitor. In events of less than 10km be assigned as directed by the Chief Judge. For distances between 5km and 10km swimmer escort may be provided by a paddler. For distances less than 5km no individual escort is required.
- LDS 3.24 Ensure at all times that the rules of competition are complied with, violations being recorded in writing and reported to the Referee at the earliest opportunity.
- LDS 3.25 In events where individual escort boats are required, keep a complete record of the competitor, including distance covered per hour stroke rate, times of feeding and any incidents.
- LDS 3.26 Ensure swimmers do not take unfair advantage of another competitor or commit unsporting impedance; Ensures support craft i.e. boat/paddler does not impede any swimmer. Report to referee any condition which would warrant a swimmer being removed from the water.

Turn Judges shall:

- LDS 3.27 Be positioned so as to ensure all competitors execute the alterations in course as indicated in the competition information document and as given at the pre race briefing.
- LDS 3.28 Record any infringement of the turn procedures on the record sheets provided and indicate the infringement to the race judge at the time of infringement by blasts on a whistle.
- LDS 3.29 Promptly upon completion of the event deliver the signed record sheet to the Chief Judge.

The Safety Officer shall:

- LDS 3.30 Be responsible to the referee for all aspects of safety related to the conduct of the event.
- LDS 3.31 Inspect any escort boats and ensure they are suitable for their task and have radio contact with the management committee.
- LDS 3.32 Check the entire course, with special regard to the start and finish areas, are safe, suitable and free of any obstruction.
- LDS 3.33 Be responsible for ensuring that sufficient powered safety craft are available during the event so as to provide full safety backup. All safety craft to be in radio contact.
- LDS 3.34 Issue to all competitors a tide/current chart clearly indicating the time of tide changes on the course and showing the effect of tides and currents on a swimmers progress along the course, before the event.

LDS 3.35 In conjunction with the Medical Officer advise the Referee if, in their opinion, conditions are unsuitable for staging the event and/or make recommendations for the modification of the course or the manner in which the competition is conducted.

The Medical Officer shall:

LDS 3.36 Be responsible to the referee for all medical aspects related to the competition and competitors.

LDS 3.37 Inform the local medical facilities of the nature of the event and ensure that any casualties can be evacuated to medical facilities at the earliest opportunity.

LDS 3.38 At the pre race briefing of events up to 10km, insist that all competitors have trained for the event and are in a position to compete in safety. For events of 10km and over ensure a medical certificate is available stating that the swimmer is fit to attempt the event, and their pre race condition verifies this. The medical officer shall report any persons who in their opinion are unfit to compete to the referee and management committee. The referee shall stop any thus reported person from competing in the event.

LDS 3.39 In conjunction with the safety officers advise the referee if, in their opinion, conditions are unsuitable for staging the event and/or make recommendations for the modification of the course or the manner in which the competition is conducted.

The Course Officer shall:

LDS 3.40 Be responsible to the management committee for the correct survey of the course.

LDS 3.41 Ensure the start and finish areas are correctly marked and all equipment has been correctly installed and where applicable is in working order.

LDS 3.42 Ensure all course alteration points are correctly marked prior to commencement of the event. Where possible, large marker buoys to be used.

LDS 3.43 With the referee and safety officer, inspect the course and markings prior to the commencement of competition.

The Clerk of Course shall:

LDS 3.44 Assemble and prepare competitors prior to each competition and ensure proper reception facilities are available for all competitors, with assistance where required.

LDS 3.45 Check all competitors are present, in the assembly area at the required time prior to the start.

LDS 3.46 Keep competitors and officials informed of the time remaining before the start at suitable intervals until the last five minutes after which one minute warnings shall be given. Except in handicap events where the starter will give a pre start call of seconds.

- LDS 3.47 Be responsible for ensuring that all clothing and equipment left in the start area is transported to the finish area and kept in safe keeping.
- LDS 3.48 Ensure that all swimmers leaving the water at the finish have the basic equipment required for their well being should their own attendants not be present at the time.
- LDS 4. The Start
 - LDS 4.1 All long distance swim events shall start with the swimmers standing in or treading water in a depth sufficient for them to commence swimming on the start signal. If this is not possible, they may step off an object suitable for a fair start, or proceed into the water on the given signal.
 - LDS 4.2 The clerk of the course shall keep competitors and officials informed of the time before start at suitable intervals and at one minute intervals for the last five minutes.
 - LDS 4.3 Competitors shall assume their start positions as directed by the clerk of the course.
 - LDS 4.4 If the start area is congested, the referee may segregate the competitors into fastest, and slowest swimmers: male and female or age groups. The different groups may be identified by colour coded caps.
 - LDS 4.5 The start line shall be clearly defined by either overhead apparatus or by removable equipment at water level.
 - LDS 4.6 The referee shall indicate by a flag (held upright) and short blasts on a whistle when the start is imminent and indicate that the competition is under starters orders by pointing the flag at the starter.
 - LDS 4.7 The starter shall be positioned so as to be clearly visible to all competitors.
 - LDS 4.8 The start signal shall be both audible and visual.
 - LDS 4.9 If in the opinion of the referee unfair advantage has been gained at the start the event shall be stopped and restarted.
 - LDS 4.10 For all events using individual escort craft, these craft must be positioned away from the swimmers and take up their position after the first 500m or when congestion has ceased. They must do this by navigating in such a way as not to manoeuvre through a field of swimmers.
 - LDS 4.11 Although they may start together in all other respects the mens and ladies and age group events shall be treated as separate events.
- LDS 5. The Venue
 - LDS 5.1 Events shall be conducted over single leg; out and back single course circuit; or a circuit course.
 - LDS 5.2 The course shall be in water that is subject to only minor current or tide and may be salt or fresh water.

- LDS 5.3 Permission must be obtained for the use of the venue and its suitability by the local council authorities.
- LDS 5.4 In normal circumstances the minimum depth of water at any point on the course shall be one metre.
- LDS 5.5 The average water temperature should be between 16° and 26°C.
- LDS 5.6 All turns/alterations of course shall be clearly indicated preferably by large coloured buoys.
- LDS 5.7 A clearly marked craft or platform containing a turn judge shall be positioned at or near all alterations of the course in such a manner as not to obstruct a swimmers visibility of the turn.
- LDS 5.8 All turning apparatus and judges craft shall be securely anchored in position and not be subject to excessive tidal wind or other movements.
- LDS 5.9 The final approach to the finish shall be clearly defined with markers of a distinctive colour.
- LDS 5.10 The finish shall be clearly defined and marked by a vertical face.
- LDS 6. The Race
- LDS 6.1 Obstructing, interfering with or making contact with another swimmer shall, if in the opinion of the referee be deemed "unsporting impedance" lead to disqualification whether by a swimmer or their escort craft.
- LDS 6.2 In distances over 10km competitors should swim in such a manner as to maintain a reasonable clearance from other competitors except at the start finish or where the course or race conditions dictate otherwise. Race judges shall instruct any swimmer who is in their opinion, taking unfair advantage by pace or slip streaming, to move at least 3m clear of another swimmer.
- LDS 6.3 In events using escort boats, these shall maintain a constant position at the side of their swimmer and shall manoeuver so as not to obstruct or place themselves directly ahead of another swimmer.
- LDS 6.4 All long distance swimming events shall be freestyle events.
- LDS 6.5 Standing on the bottom during a race shall not disqualify a competitor, but they may not walk.
- LDS 6.6 With the exception of LDS 6.5., competitors shall not receive support from any fixed or floating object and shall not be touched by their escort craft or crew therein.
- LDS 6.7 All competitors shall have their competition number clearly displayed in waterproof ink on their upper back or arms, and/or displayed on swim caps.

- LDS 6.8 When escort boats are required, each boat shall contain a race judge; a person of the swimmers choosing; and the minimum crew required to operate the craft.
- LDS 6.9 When individual escort craft required, these shall display the swimmers competition number so as to be easily seen from either side of the boat.
- LDS 6.10 No competitor shall be permitted to use or wear any device which may be an aid to their speed, endurance or buoyancy. (See Rule LDS 6.11). Goggles, cap and nose clip or earplugs may be used.
- LDS 6.11 A swimmer may choose to wear a wetsuit, but in so doing, makes themselves ineligible for consideration for trophies etc.
- LDS 6.12 Competitors shall be allowed to use grease or other such substances providing these are not in the opinion of the referee, excessive, nor contravening any local council by-law.
- LDS 6.13 The pacing of a swimmer by other persons, not competing, who enters the water, is not permitted.
- LDS 6.14 Coaching and the giving of instructions by the swimmers representative in/on escort craft is permitted. When taking sustenance, swimmers may use rule LDS 6.5 providing LDS 6.6 is not infringed.
- LDS 6.15 A cut off time for all events shall be determined by the management committee and announced with the race details. After expiry of the designated time limit, the referee may order any or all swimmers still on the course, from the water. The referee may delegate this responsibility to the race judges, in which case a specific time must be appointed.